NOTICE!!!!
MUNIS 2002 MAINTENANCE RELEASE 2
PLEASE REVIEW IMMEDIATELY
October 11, 2002

The necessary programs and scripts to install MUNIS 2002 Maintenance Release 2 reside on each district's system.

This update must be installed to make the programs available to MUNIS users.

IF THE *"ALERT uninstalled maintenance release(s)"* MESSAGE IS NOT RECEIVED WHEN LOGGING INTO MUNIS, THE UPDATE IS NOT READY TO APPLY TO YOUR SYSTEM.

BEFORE INSTALLING THIS RELEASE, PERFORM A <u>DAILY BACKUP</u> AND ENSURE THAT THE BACKUP COMPLETED SUCCESSFULLY.

<u>Installing the MUNIS 2002 mr02 Release</u>

Before installing the MUNIS 2002 mr02 Release, ensure there are no users running MUNIS.

- To run the installation script:

  Login as root on the RS6000 Server, not a PC.
  Type at the "$"
  ```
  cd /fms    (enter 1 space between cd and /fms)
  ksh 2002mr2
  ```

As this process begins, please be aware that an extensive amount of time is required for completion. There will be several prompts requiring a response. Select yes at all of the prompts and press return to continue. At the prompt to change to the menu for 02.5.1 type y and press return.

This release includes a number of program fixes and modifications including:

AS WAS REQUIRED FOR ESTABLISHING KENTUCKY'S SCHOOL DISTRICT MUNIS HEALTH INSURANCE FILES IN CALENDAR YEAR 2002, THE FOLLOWING VENDOR DEDUCTIONS CODES WERE USED ONCE AGAIN FOR SCHOOL DISTRICTS USING THE MUNIS HEALTH INSURANCE FILES FOR CALENDAR YEAR 2003. School districts not using the vendor codes listed below, for payroll deductions must update the Health Insurance Premium Maintenance Screen referenced below, prior to generating next year's health insurance deductions (Z-UPDATE).   These vendor codes must be updated for pre-tax deductions or post-tax deductions.   Below are the instructions to update the Pre-Tax or Post-Tax Deduction Code fields.

	VENDOR CODE (DEDUCTION)	DESCRIPTION
1	2402	BLUEGRASS
2	2403	CHA
3	2404	HUMANA
6	2407	ANTHEM BC/BS

To Update the Insurance Premium Maintenance Table, Select:

B) PAYROLL & PERSONNEL

    F) Retirement & State Specific

        B) State of Kentucky

            I) Kentucky Health Insurance

                C) Insurance Premium Maintenance

The following screen is displayed:

```
Session     Edit     Commands     Settings     Help

              HEALTH INSURANCE PREMIUM MAINTENANCE (KY)
Action:   Find   Next   Prev   Browse   Add   Update   Del   Output
Import   ...
Query the current database table.
          Carrier           [     ]
          Plan              [     ]
          Coverage          [     ]
          Level             [     ]
          Effective Date  [          ]
          Pre-tax Deduction        [     ]
          Post-tax Deduction       [     ]
          Total Monthly Premium    [         ]
          External Premium         [         ]
          Employer Premium         [         ]
          Employee Rate            [         ]
```

Select **Find** from the Ring Menu

Enter the Carrier (See Payroll Miscellaneous Codes Below).

Enter the Effective Date of 01/01/2003.

Press **ESC** to find the record(s).

Select **Update** from the Ring Menu.

Enter the **Pre-tax** and/or **Post-tax Deduction numbers** as appropriate. At least one of these must be populated on an update. The remaining information on this screen was imported into the premium maintenance table and should already be up-to-date and accurate.

Press **ESC** to update the record.

NOTE: *The deduction number(s) must be entered for each record associated with a carrier (e.g., for each carrier plan).*

SITS21011 - Microsoft Word

PAYROLL MISCELLANEOUS CODE F/M - KDE TEST SYSTEM

File

OK

Exit

Cancel

Code Type   INSU   INSURANCE CARRIER CO

Code Type	Code	Short Description	Long Description
INSU	02	AETNA	AETNA $245 KY CONTRIBUTION
INSU	02A	AETNA	AETNA $234 KY CONTRIBUTION
INSU	02B	AETNA	AETNA $260.44 KY CONTRIBUTION
INSU	09	BLUEGRASS	BLUEGRASS FAMILY HEALTH $245
INSU	09A	BLUEGRASS	BLUEGRASS FMLY HEALTH $260.44
INSU	09F	BLUEGRASS	BLUEGRASS 269.44 STATE PAID
INSU	09G	BLUEGRASS	BLUEGRASS 278.76 STATE CONTRIB
INSU	09H	BLUEGRASS	BLUEGRASS 292.00 STATE CONTRIB
INSU	10	CHA HEALTH	CHA HEALTH $245 KY CONTRIBUTE
INSU	10A	CHA	CHA HEALTH $234 KY CONTRIBUTE

1 of 36

There are no more rows in the direction you are going

NUM CAPS OVR

Start   Inbox - ...   Window...   pboyd...   PAYRO...   SITS21...   3:38 PM

SITS21011 - Microsoft Word

PAYROLL MISCELLANEOUS CODE F/M - KDE TEST SYSTEM

File

OK

Exit

Cancel

Code Type   INSU   INSURANCE CARRIER CO

Code Type	Code	Short Description	Long Description
INSU	10B	CHA	CHA $260.44 KY CONTRIBUTION
INSU	10C	CHA	CHA $300.64 STATE CONTRIBUTE
INSU	10F	CHA	CHA 269.44 STATE CONTRIBUTE
INSU	14	HUMANA	HUMANA PPO OR EPO $245 KY CNTR
INSU	14A	HUMANA	HUMANA PPO OR EPO KY $234 CNTR
INSU	14F	HUMANA	HUMANA 269.44 PPO OR EPO
INSU	14G	HUMANA	HUMANA 278.76 STATE PPO OR EPO
INSU	14H	HUMANA	HUMANA 292.00 STATE PPO OR EPO
INSU	15	HUMANA MBP	HUMANA MBP $245 KY CONTRIBUTE
INSU	15F	HUMANA HMO	HUMANA HMO 269.44 STATE

1 of 36

Start | Inbox - ... | Window... | pboyd... | PAYRO... | SITS21...   3:38 PM

SITS21011 - Microsoft Word
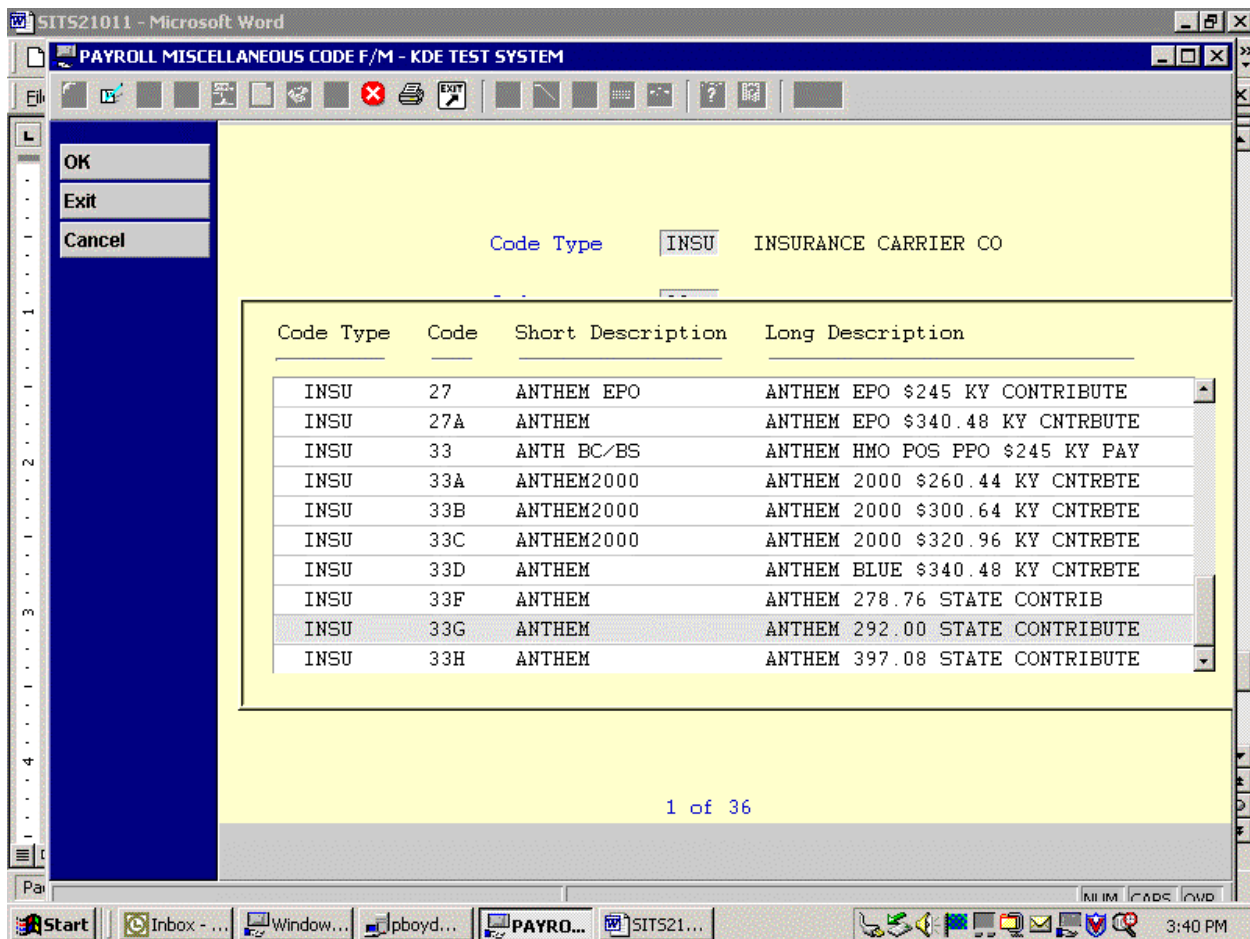
PAYROLL MISCELLANEOUS CODE F/M - KDE TEST SYSTEM

File

OK
Exit
Cancel

Code Type   INSU   INSURANCE CARRIER CO

Code Type	Code	Short Description	Long Description
INSU	15F	HUMANA HMO	HUMANA HMO 269.44 STATE
INSU	15G	HUMANA HMO	HUMANA HMO 278.76 STATE
INSU	15H	HUMANA HMO	HUMANA HMO 292.00 STATE
INSU	16	HUMANA POS	HUMANA POS $245 KY CONTRIBUTE
INSU	16F	HUMANA POS	HUMANA POS 269.44 STATE
INSU	16G	HUMANA POS	HUMANA POS 278.76 STATE
INSU	16H	HUMANA POS	HUMANA POS 292.00 STATE
INSU	27	ANTHEM EPO	ANTHEM EPO $245 KY CONTRIBUTE
INSU	27A	ANTHEM	ANTHEM EPO $340.48 KY CNTRBUTE
INSU	33	ANTH BC/BS	ANTHEM HMO POS PPO $245 KY PAY

1 of 36

Start | Inbox - ... | Window... | pboyd... | PAYRO... | SITS21...   3:39 PM

The MUNIS 2002 Program changes and Enhancements are posted on the MUNIS website. Please take this time to print out a copy and review these before receiving the new MUNIS release. Please share this information with your staff.

http://www.munis.com/

On the left side of the screen select "Customer Tools". Another screen will appear and you will need to select Releases (Version Updates). Use your scroll bar to scroll down the page and you will see 2002.02 Most Current Updates. You may use either the PDF File or Word File to view or print a copy of the 2002.02 Release Notes – Enhancements and 2002.02 Release Notes – Changes. Contact the MUNIS Support Desk (1-800-772-4908) if User Name and Password are unknown.

If you have any problems with this update, please call the MUNIS Help Desk at **1-800-722-4908**.